

PUBLIC NOTICE

NOTICE: PN-98-CN-76-00-028
OPENS: 05-04-98

NUMBER OF POSITIONS: 1
CLOSES: 06-04-98

ORGANIZATION: Office of Counterintelligence, Office of the Director
WHO MAY APPLY: Nationwide (All Sources)

POSITION: Program Specialist, GS-301-09

SALARY: *\$32,457 - \$42,198 per annum **LOCATION:** Washington, D.C.

*Salary includes 7.27% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St. Mary's County, MD). Newly-appointed supervisors/managers must serve a one-year probationary period.

DUTIES AND RESPONSIBILITIES: The incumbent performs a wide variety of staff duties in support of the programs and activities of the Office of Counterintelligence (CN). Serves as the central point within CN for correspondence coordination between the Director and the Executive Secretariat and other internal and outside organizations. Studies and analyzes CN activities to determine the efficiency of existing correspondence directives, compliance by CN organizations, and changes required to operating procedures. Analyzes various action documentation and communications received by the Office from higher levels; conducts preliminary background analysis and review to determine the scope of the subject matter involved and components responsible for preparing documentation; provides guidance on content and format; and prepares or coordinates the process of document preparation and internal review. Reviews communications requiring the signature of the Director and higher levels and transmittal within DOE and to other agencies, Congress, private industry, and other organizations to assure that substantive policy and program issues involved are presented fully and correctly; that Departmental and CN positions with regard to treatment of sensitive subjects are reflected; that replies are consistent with the Director's commitments, authority, and position; that contents are adequate and prepared in the style and tone preferred by the Director; and that documents meet good standards for readability, logic, flow, and have been properly coordinated. Serves as point-of-contact for actions from the Director or the Office of the Secretary, which require rapid turnaround, often verbally transmitted and outside of the normal action processing channels, or which require intense and continuous tracking through established channels. Participates with the supervisor and other senior staff in preparing for briefings and presentations, developing policy and position papers, and carrying out other similar activities. Coordinates the preparation of testimony for various types of Congressional hearings which directly involve the Deputy Director/Director, and other senior officials.

POSITION REQUIRES INCUMBENT POSSESS A Q SECURITY CLEARANCE.

QUALIFICATION REQUIREMENTS: Applicants must meet the following criteria: Have one year of specialized experience that is directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal service for the normal line of progression for the occupation. All qualifications and legal requirements, including time-in-grade, must be met within 30 calendar days of the closing date of this announcement.

---- OVER PLEASE ----

RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Skill in applying analytical methods and fact-finding techniques to gather and organize data, develop reports of findings and recommend solutions.
2. Ability to manage centralized action tracking/correspondence operations serving a diverse program.
3. Knowledge of Federal and DOE correspondence procedures, using grammatical and procedural correctness.
4. Knowledge of and ability to utilize a variety of automated data processing systems and software packages.
5. Skill in interfacing and communicating with a variety of organizations and levels of management in an effective manner.

APPLICANT PROCEDURES: The following **must be submitted** or the applicant will not be considered: (1) a completed application or resume, and/or an Optional Form 612, "Optional Application for Federal Employment" (please refer to the attachment which explains Headquarters Application Information Requirements); if a resume does not contain the required information, it may be supplemented by using OF 612 or by providing the information on bond paper; (2) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; (3) if you are a current Federal employee or reinstatement-eligible, a copy of your latest SF-50, "Notification of Personnel Action," which documents your competitive status and tenure; (4) a statement of your knowledge, skills, and abilities as they relate to the ranking factors. Applications submitted in response to this announcement become the property of the personnel office and are not returnable. Send application materials to:

U.S. Department of Energy
HR-352, Room F-125
19901 Germantown Road
Germantown, Maryland 20874-1290
ATTN: Sharon P. Weaver
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Your application or resume must be postmarked or received no later than the closing date of the Notice. ***All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. **RELOCATION EXPENSES WILL NOT BE PAID.** ***DOE supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted in designated smoking areas. ***Certain veterans and people with disabilities may be considered under a special authority without regard to the area of consideration identified above. Please indicate on your application or resume if you are in one of these categories. ***U.S. Citizenship is required. *** The Department of Energy is an Equal Opportunity Employer.

U.S. Department of Energy Headquarters

Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

VACANCY INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with zip code) and day and evening phone numbers (with area code).

Social Security Number.

Country of citizenship. (Most Federal jobs require United States citizenship.)

Veterans' preference.

Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)

Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

High school name, city, and state (zip code if known).

- Date of diploma or General Equivalency Degree.
- College or university name, city, and state (zip code if known).
- Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
 - Send a copy of your college transcript only if it is requested on the vacancy announcement.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.

- Job title (include series and grade if Federal job).
- Duties and accomplishments.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Hours worked per week.
- Salary.

Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS

Job-related training courses (title and year of each).

Job-related skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.

Job-related honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but do not send documents unless requested.)